

## Go Faster With ShortCuts

Windows Shortcut Keys, also known as Hot Keys, are combinations of keys that when pressed allow the user to perform tasks that normally require the user to navigate through and click on several menus. By familiarizing yourself with these keys, you may find that you can save yourself considerable time in your regular computer use.

Check back and watch for tips on creating your own shortcuts.

Hotkey Combination  
Shortcut Function

CTRL + A  
Select All

CTRL + B  
Turn the Bold Font Feature On & Off (Office Documents)

CTRL + C  
Copy

CTRL + F  
Find

CTRL + G  
Go To

CTRL + I  
Turn the Italic Font Feature On & Off (Office Documents)

CTRL + N  
New

CTRL + O  
Open

CTRL + P  
Print

CTRL + S  
Save

CTRL + U  
Turn the Underline Font Feature On & Off (Office Documents)

CTRL + V  
Paste

CTRL + X  
Cut

CTRL + Z  
Undo

CTRL + ESC  
Opens Start Menu

CTRL + F4  
Close Active Document

CTRL + F6  
Toggles Between Documents of the Same Application

CTRL + W  
Close Active Document

ALT + ENTER  
View Properties of Selected Folder Item

ALT + ESC  
Jump Between Open Items In Order They Were Opened

ALT + F4  
Close Program

ALT + SPACEBAR  
Open Main Menu

ALT + TAB  
Jump Between Open Items

WINDOW  
Opens the Start Menu

WINDOW + BREAK  
Opens the System Properties

WINDOW + CTRL + F  
Find Computers

WINDOW + D  
Go To Desktop

WINDOW + E  
Opens My Computer

WINDOW + F

## Search for Files or Folders

WINDOW + L

Lock Your Computer (Login Password Required)

WINDOW + M

Minimize All Windows

WINDOW + R

Open the Run Box

WINDOW + SHIFT + M

Restore Minimized Directory Folders

WINDOW + U

Open the Utility Manager